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30 August 1962

MEMO FOR THE RECORD:

Subject: Disposition of Official Personnel Folders

1. [ ] met today with [ ] and [ ] of OP to discuss the above subject. [ ] read a memo from [ ] OS, requesting that a policy be established for transferring to St. Louis Federal Records Center the non-CIA portion of the official personnel folder. His reasons concerned cutting down his workload and relieving CSC of the burden of maintaining charge-out files on CIA folders. [ ] favored the idea and requested our comments.

2. [ ] discussed the development of disposition standards for folders within CIA including the decision made by OP in 1960 to retain the complete folder in the Agency Records Center. He emphasized that the decision was made, as it should be, by OP and not by Records Management. He also pointed out that no significant space savings in the Center would result from folder splitting. Also, that it was the view of Records management that the exemption granted by Civil Service did not envision folder splitting.

3. All present agreed the matter needed further study.



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